

**National Association of
Human Rights Workers**

Request for Trainers

**Proposals Due:
Friday, August 18, 2006**

**November 6-9, 2006
59th Annual Training
Conference**

***Securing the Blessings
of Liberty***

**Westin Hotel
Downtown Indianapolis**

National Association of Human Rights Workers 59th Annual Training Conference

An excellent opportunity for you to share your knowledge, experience, expertise, and innovative ideas with others.

Submit your proposal today!

Conference Objectives

The National Association of Human Rights Workers Annual Training Conference is the nation's leading human and civil rights workers conference.

The conference is known for delivering the latest, most useful and easily implemented strategies for ridding our nation of unlawful discrimination.

Join us this year as we attempt to provide cutting edge strategies for *Securing the Blessings of Liberty!*

Who Attends?

Professionals and volunteers actively involved in human rights, civil rights, and human and intergroup relations, such as housing providers, advocates, HR managers, EEO/AA officers, lenders, conflict resolution managers, mediators, attorneys, employers, educators, government officials, ministers, and human and civil rights workers.

**Proposals due
August 18, 2006**



**Proposals due
August 18, 2006**



We want you!

NAHRW is seeking qualified trainers to plan and teach the following:

Leaders Institutes

Leaders Institutes are NAHRW master's level certification learning experiences designed to give participants advanced knowledge of a civil/human rights substantive area. Leaders Institutes further equip participants to train others on a workshop or institute level and are 16 - 18 hours, continuing throughout the entire conference.

Skill Building Institutes

Skill Building Institutes thoroughly familiarize participants with a civil/human rights area and acquaint them with theories and processes for a complete summary of knowledge in a given area and are 5 - 6 hours in duration.

Skill Building Workshops

Skill Building Workshops are professional level certification workshops that provide a general abbreviated overview of a topical area and are divided into two 1 ½ to 1 ¾-hour sessions, with the second session taught by the same presenter and is a continuation of the first workshop OR the second session can be taught by a different presenter on another aspect of the same topic. For example, in the area of enforcement and compliance, one presenter might provide a workshop on employment and another presenter might provide a workshop on fair housing. Skill Building Workshops are 3 - 4 hours in duration.

Conference Tracks

Proposals on a topic relevant to human/civil rights will be considered.

Please note the tracks for this year's conference:

- Current Issues in Human Rights
- Employment or Fair Housing Enforcement and Compliance
- Youth and Education
- Career and Personal Development

Although other practicums may be developed, a few examples of appropriate session titles follow:

- Securing the Homeland & the Home front: FH & Disasters
- Diversity Promotion/Prejudice Reduction
- Blessed are the Peacemakers
- New Millennium Genocides
- Issues in Immigration
- EEOC/FH Overview & Trends
- Employment Discrimination Complaint Investigation
- Applying Theories of Discrimination in Fair Housing Investigations
- Avoiding Aged Cases in Fair Housing Investigations
- ADA Investigations
- Dispute Settlement
- Becoming a Diverse and Inclusive School Community
- Disproportional School Discipline
- Culturally Competent Standardized Testing
- Cultivating the Next Generation of Peacekeepers
- Press Releases that Pop!
- Public Education & Outreach – Getting Your Message Out
- Role of Intelligent Leadership
- NAHRW Leadership Academy
- *Other Practicums may be developed*

Conference Schedule*

Monday, November 6

7:30 am – 5:00 pm	Registration
7:30 am – 8:30 am	Breakfast
8:30 am – 9:45 am	Opening Session
9:45 am – 12:00 pm	Plenary Session
12:00 pm – 1:30 pm	Luncheon
1:30 pm – 5:00 pm	Institutes/Workshops
6:30 pm – 8:00 pm	Host Reception

Tuesday, November 7

7:30 am – 5:00 pm	Registration
8:00 am – 12:00 pm	Institutes/Workshops
12:00 pm – 2:00 pm	Lunch On Your Own
2:00 pm – 5:00 pm	Institutes/Workshops
5:45 pm – 7:00 pm	Regional Meetings

Wednesday, November 8

11:00 am – 2:00 pm	Registration
9:00 am – 11:30 am	Membership Meeting
11:30 am – 1:30 pm	Award Luncheon
1:45 pm – 5:00 pm	Institutes/Workshops
7:00 pm – 11:00 pm	Closing Dinner/Dance

* Conference Schedule subject to change

Proposal Guidelines

To ensure a balanced conference program, all proposals will be evaluated by the NAHRW Training Committee.

- All presentations must avoid commercialism, product promotion and/or advertisement.
- Proposals must be typed. Illegible proposals will not be accepted.
- An individual or group may submit proposals.
- Sessions are scheduled for Monday, November 6, 2006 through Wednesday, November 8, 2006. Upon acceptance of your proposal, the committee will schedule and confirm the exact day and time of your seminar.
- Handouts are encouraged!
- To access proposal electronically, visit www.in.gov/icrc.

Proposal Submission

Submit Training Proposals to:

Tyrone Terrill
NAHRW Training Chair
c/o St. Paul Dept. of Human Rights
240 City Hall
15 W. Kellogg Blvd.
St. Paul, MN 55102
Fax: 651-266-8962
Tyrone.Terrill@ci.stpaul.mn.us

By Friday, August 18, 2006

Questions?

Contact Tyrone Terrill
(651) 266-8964





Proposal

Session Title _____

Primary Trainer _____

Company _____

Title _____

Address _____

City _____

State _____ Zip _____

Phone _____ Fax _____

Email _____

Application Is For

- ☐ Leaders Institute
- ☐ Skill Building Institute
- ☐ Skill Building Workshop

Intended Audience

(teachers, attorneys, mediators, etc.)

Session Size Limits

- ☐ No
- ☐ Yes Limit _____

Days You Can Present

- ☐ Mon, Nov 6
- ☐ Tues, Nov 7
- ☐ Wed, Nov 8

Instructional Method

- ☐ Lecture
- ☐ Case Study
- ☐ Roundtable
- ☐ Panel
- ☐ Interactive Group
- ☐ Role Play
- ☐ Small Group Exercise
- ☐ Other _____

Handouts

- ☐ Yes (attach if available)
- ☐ No

Audio/Visual Needs

- ☐ Overhead Projector
- ☐ Flipchart and Markers
- ☐ Slide Projector
- ☐ TV/VCR/DVD
- ☐ LCD Projector**
- ☐ Have Own Projector

** Trainer is responsible for bringing laptop

Accommodations

Provide a brief overview of the session. (100-word maximum)

How will the session demonstrate a commitment to diversity in both context and panel makeup? (Attach additional sheet if necessary.)

How will the session engage attendee participation and interaction?

(Attach additional sheet if necessary.)

What is new or unique about the information being presented?

(Attach additional sheet if necessary.)

Provide a brief biographical sketch of your background/experience. (100-word maximum) (Attach additional sheet if necessary.)

Please provide the following for each additional trainer

Name _____
Company _____
Title _____
Address _____
City _____
State _____ Zip _____
Phone _____ Fax _____
Email _____

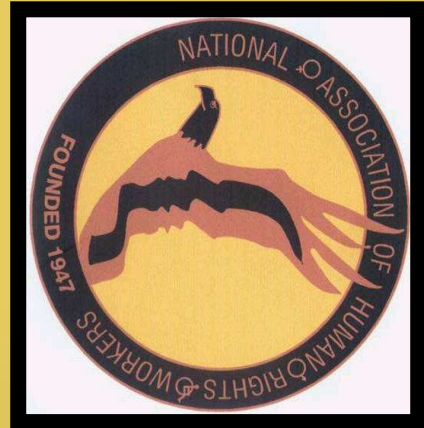
Trainer Agreement

By the submission of a proposal for the NAHRW 59th Annual Training Conference, Trainer(s) understands and agrees to the following:

- Trainer agrees to present a workshop that achieves the learning outcomes indicated in the proposal submitted.
- Trainer will present only educational information.
- Trainer agrees to allow the workshop to be audio taped, videotaped or audio/video streamed.
- If a panel discussion or multiple-trainer presentation is proposed a "primary trainer" must be appointed. All correspondence will be sent to that person and is the responsibility of the "primary trainer" to distribute to each participant.
- Trainer agrees to submit a copy of all handouts prior to the conference.
- Trainer understands that NAHRW attempts to keep costs to a minimum, accordingly, unless otherwise agreed upon in writing, Trainer agrees to all costs associated with speaking not limited to hotel, travel, parking and other expenses. The Leader's Institutes must have a minimum of 10 students enrolled, or they will be cancelled. Leader's Institute Trainers are paid from the registration surcharge for these course offerings.
- Committee agrees to waive registration fees for trainers presenting at the NAHRW 59th Annual Training Conference in Indianapolis, IN.

Submit proposal by Friday, August 18, 2006 to:

Tyrone Terrill, NAHRW Training Chair, c/o St. Paul Dept. of Human Rights, 240 City Hall, 15 W. Kellogg Blvd., St. Paul, MN 55102, Fax: 651-266-8962, Tyrone.Terrill@ci.stpaul.mn.us . Phone: (651) 266-8964. To access proposal electronically, visit www.in.gov/icrc.



November 6-9, 2006
Mark your calendar to attend the
NAHRW 59th Annual Training Conference
Securing the Blessings of Liberty

Westin Hotel
Downtown Indianapolis

NAHRW Training Committee
c/o Indiana Civil Rights Commission
100 N Senate Avenue, Room N103
Indianapolis, IN 46204

(317) 232-2600 • (800) 628-2909
www.in.gov/icrc

Return Service Requested